### GENERAL RESPONSIBILITIES
Administrative Team provides support to TE/T Professors and administrative units of the College of Optical Sciences. Duties include but not limited to academic/research/service activity; equipment and office purchase orders, travel arrangements/authorizations/reimbursements, online data entry/database management; Financial/Administrative transactions; maintenance of constituent records/distribution lists/records/reports/spreadsheets; program & event coordination (i.e. Colloquium Lecture Series, Conference Room Schedule, meetings, seminars, workshops, special presentations); maintenance of faculty cv’s/bio’s, faculty web page, assists with data entry of faculty annual evaluation in UAVitae; calendaring activity; general correspondence and assists with typeset and format of manuscripts, book chapters, abstracts & journal submissions; minimal support with coursework/classroom material (i.e. type from draft form class notes, problem sets, exams, equations; distribute and collect coursework); conduct library/internet searches; may assist with administrative component of grant proposals (i.e. typeset proposal); minimal budget and account management activity. Other duties as assigned.

- Administrative Team is cross-trained to provide coverage to all faculty as needed in absence of assigned admin
- Workload for admin supporting a Division/Unit/Program is weighted at a faculty equivalency ratio (i.e. Visa support = 1 fulltime TE/T professor)
- Assistance to academic faculty’s Research Team is limited to: Purchase Orders, P-card activity, Travel arrangements & reimbursement, FedEx shipments.
- Colloquium Lecture Series: (rotation 1-2 years/per admin) (Coord. = 1 fulltime TE/T professor)

Workload is weighted and redistributed annually based on level of responsibility, volume of work and skill set.

---

**ANNA MARIE GARCIA / 621-1925 / Rm 642**
- Amit Ashok
- Lars Furenlid (.30 FTE)
- Poul Jessen
- Jason Jones
- Khanh Kieu
- Daewook Kim
- Matthew Kupinski
- Masud Mansuripur
- Leilei Peng
- Dalziel Wilson
- Ewan Wright

Colloquium Coord.: Rotation AY21-23

Temp. unit assistant: Accounting

Emeritus Faculty
Roy Frieden

---

**JENNIFER LAING / 626-7080 / Rm 642**
- Brian Anderson
- Rolf Binder
- Linran Fan
- Michael Hart
- Euan McLeod
- Stanley Pau
- Judith Su (.50 FTE)
- Yuzuru Takashima
- Remote Sensing Unit

Colloquium Coord.: Rotation AY2020-23 (B3)

- Brady, David (effect. 01/2021)
- Barrett Endowed Chair (TBA)
- Biomed Optics - .50 FTE (effect. 05/2021)

Temp unit-assistant: Human Resources & Media Content

Emeritus Faculty
Eustace Dereniak, Avrind Marathay, Richard Powell, Phil Slater

---

**NICHOLE JIMENEZ / 626-3672 / Rm 719**
- Russell Chipman
- John Greivenkamp
- Hong Hua
- Ron Liang
- Jose Sasian
- Jim Schwiegerling

NEW FACULTY 2020-23 (B3)

- Driggers, Ron (effect. 08/2020)
- Optomech - (effect. 08/2020)

(Collooq.assignment postponed due to COVID-19)

Colloquium Coord: Rotation AY23-22

Emeritus Faculty
Jim Burge, Jack Gaskell, Bob Shannon, Bill Wolfe

---

**LACEY SINGH / 621-8129 / Rm 542 (.50 FTE)**
- Miroslav Kolesik
- Jerome Moloney (.50 FTE)
- Dongkyun Kang (.50 FTE)
- Backup: J1 Visa Coord.
- Backup: Colloquium Coord. 2019-2025
- Backup Admin Supervisor/Payroll

Cross-training Pending: UA Vitae, P&T, Faculty Affairs/Recruitment

NEW FACULTY 2020-23 (B2-3)

Emeritus Faculty
Charlie Falco

---

**KRISTIN STONE / 621-5788 / Rm 704**
- Mahmoud Fallahi
- Tom Milster
- NEW FACULTY 2020-23 (B2)
- Dean’s Office

- Administrator’s calendaring & meeting coordination
- Administrator’s travel and financial transaction mgmt
- Colloquium Lecture Series Coord. Lead & Co-lead
- UPC Conf. Room Coord/Reservation mgmt
- OSC Key Desk (perm assignment per J. Walker)
- OSC Employee Photo Board
- OSC Events Calendar
- Special Events (i.e. Holiday/Staff Recognition Luncheon/Regional Mgs/VIP Mgs/Retirements)
- Temp unit assistant: Media Content/AP Event Coord

Cross-training Pending: UA Vitae

---

**ADMIN SUPPORT BY ANOTHER UNIT**

Linda Schadler / 621-5821
- Robert Norwood
- Nasser Peyghambarian

Brianna Moreno / 621-4842
- Saikat Guha

Carol Van Hoesen / 621-2005
- Optics Shop